

REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION

39

April 6, 2004

**FROM:** CAROL L. ANSELM, Assistant County Administrator  
Human Services System

**SUBJECT:** INCREASE PURCHASE ORDER FOR OFFICE MACHINE MAINTENANCE  
SERVICES TO BURTRONICS BUSINESS SYSTEMS

**RECOMMENDATION:** Authorize the Purchasing Agent to increase purchase order Z0075B to Burtronics Business Systems from \$50,000 to \$80,000, an increase of \$30,000, for maintenance service agreements, repairs, excess copy charges and supplies for copiers and fax machines purchased from Burtronics for FY 03/04.

**BACKGROUND INFORMATION:** On July 22 2003, the Board of Supervisors approved purchase order Z0075B in the amount of \$50,000 for maintenance service agreements, repairs, excess copy charges and supplies for copiers and fax machines purchased from Burtronics for Human Services System (HSS) for FY 03/04.

At the time the \$50,000 purchase order was requested, it was uncertain as to the impact that new maintenance agreements would have on the overall maintenance costs. The new maintenance rates include the cost of toner, which had previously been purchased separately. Some older analog copiers were replaced with digital copiers, resulting in a higher maintenance costs. Also, the maintenance costs for 6 new Burtronics copiers that were purchased in the last quarter of FY 02/03 year had not been calculated into the total requested in the purchase order.

HSS has expended approximately \$42,000 to date this fiscal year to Burtronics for maintenance service agreements, repairs, excess copy charges and supplies for copiers and fax machines. It is anticipated that the 6 machines not included in the current purchase order will be \$300 per month per machine, for a total of \$21,600 for the full fiscal year. The additional \$8,400 requested will ensure coverage for the increased fees for machines upgraded from analog to digital.

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Burtronics is one of the six vendors selected by the Purchasing Department through a competitive process on RFP-J109 from which HSS purchases copiers and fax machines. Burtronics is the only vendor that supplies and is certified by the manufacturer to service equipment purchased from Burtronics.

**REVIEW BY OTHERS:** This agenda item has been coordinated for procurement and approved by the Purchasing Department (Aurelio DeLaTorre, Director) on 03-25-04, County Counsel (Michelle Blakemore, Deputy County Counsel) on 03-25-04, HSS Finance (Kristin Letterman, Administrative Manager) on 03-24-04, and County Administrative Office (Gary Morris, Administrative Analyst) on 03-24-03.

**FINANCIAL IMPACT:** Adequate appropriations of \$30,000 were included in the FY 03/04 HSS Administrative budget. Approval of these purchase orders will not result in any additional local cost.

These expenditures are approximately 90% federal and state funded (\$27,000) and 10% local share funded (\$3,000). The local share is funded approximately 52% (\$1,560) with Realignment revenues and 48% local cost (\$1,440). Adequate appropriations and revenues were included in the FY03/04 HSS Administrative budget.

**Cost Reduction Review:** The County Administrative Office has reviewed this agenda item and recommends this action based on the fact that it is cost effective. To pay for these services outside of maintenance contracts could be significantly more costly.

**SUPERVISORIAL DISTRICT(S):** ALL

**PRESENTER:** Carol L. Anselmi, Assistant County Administrator, Human Services System  
387-4764